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Special Libraries

Vol. 8

MARCH, 1917

No. 3

Public Libraries and Business Men

By Adelaide R. Hasse, Chief, Documents Division, New York Library

What would you say about a business man who pays taxes for city water, good, clean, filtered water, piped to his house, to be used upstairs and down by merely turning a spigot, who then pays some one to dig a well in his yard, pays to have the water filtered, or runs the risk of using it unfiltered, and who uses that water instead of the city water he is paying for all the time?

You would say he is a queer kind of a business man, and you would ask why he is so foolish. Perhaps his answer might be that he did not know how to turn the spigot! Or he might say that the city water was not pure enough. Or he might explain that even though he was paying taxes on it, he did not know it was there. Or again, he might tell you that he likes his own well in his own back yard, because it gives him a feeling of just using it himself, and he liked the exclusive feeling.

You would laugh at any of these answers. You would say that any business man who would not take time to learn "the simple twist of the wrist" which turns the spigot, or who would not demand pure water for the rest of the town, as well as for himself, or who had not sense enough to know what he was paying taxes for, and what he should get in exchange, was not fit to be a citizen, and you would have your opinion of him as a business man, without any doubt in the world.

Yet a great many business men are almost as unintelligent about their public libraries, as is this mythical person who does not turn the spigot to get his city water

Many of them pay taxes to support their public libraries, and what do they get out of them? Their wives get assistance in writing their club papers. Their children get help for their school and college class work. The whole family gets books for recreation and enlightenment of one kind or another. And they themselves have the opportunity of taking the out-of-towners around in their automobiles to show them the public library building and its wonderful location. That is worth something, I grant, for there are any

number of cities in the country whose buildings and locations and collections and librarians you may well be proud of.

How often do you boast to the out-of-towner that you are getting your taxes' worth of return in your business from the library? What do you know, business men, about your public library as a business asset for you? A few of you know a good deal, but many might know much more and greatly benefit thereby.

The other day there walked into the library in a certain large city a representative of a special magazine. He had no idea that he could find what he wanted in the public library, but he had been every place else in town to no avail, so he dropped into the library as a last resort. Here he spent two hours. He found not only what he came for, but the librarian directed him to a set of Government reports, of which he had never heard in his life, and in them he found material which, he said, saved his firm five thousand dollars in experiments. This firm had never used the library before.

Another man, the representative of a big financial firm, spends on an average of three evenings a week in the economic section of his public library. What is he looking up? The history of finance for one thing. The price of silver, for another, and the price of stocks in various countries for various years. Does anyone suppose he would be spending his time this way, if he did not find it good for his business?

Still another firm, ready to put its employees on a profit-sharing basis, sent to the public library to find how other profit-sharing schemes have worked out. Another, wanting to advertise its special brand of breakfast food, found in the library the locations of all the grocery stores in the United States. The particular library had equipped itself with a volume giving just data, saving this firm the great expense of making for itself such a survey.

One of the largest cigar manufacturing companies in the world sent to the public library for histories of the tobacco industry in the United States, to be used in a special

advertisement. The library furnished not only books and magazine articles on the subject, but illustrations for the booklet as well.

Importers and exporters, profiting by the experience of those who have found what these institutions can do for them, use the public libraries for statistics and directories, laws of foreign countries and steamship routes. Your broker, planning to lend money to foreign cities, goes to the library to find the size of the cities in question, their municipal debts and various other information regarding them. Your man selling motorcycles, makes a trip to his library to find the number of young mechanics in the United States between the ages of so and so, who are unmarried, because experience teaches him that men of this age and station buy more motorcycles than other men.

Here is a man about to install a new system on cost accounting. The library makes him a list of the best references and he comes to use the books and magazine articles. He knows when he is through with them, which system is the best for his particular firm.

Here is a paper manufacturing concern, sending to know how much timber stands uncut in the different states of the United States. Here's a promoter of a scheme to manufacture rennet. He is searching today for the laws of Argentina regarding bob veal. Why? Because he would like to import in cold storage, the stomachs of calves, to be used in this rennet manufacturing business.

You represent a firm wanting trade opportunities in South America and Mexico. The library has Government reports, periodicals, books and clippings, and you may or may not be using its resources.

Your library has ways of borrowing for your use, books from other libraries. Why not make use of this privilege? The Government publishes reports and statistics of the greatest use to business men, and if the library hasn't them all, it has lists of them. Your library should have catalogs and indexes up to date, which will show you, at a glance, what material is available on your particular subjects. Why not utilize such time-savers? Your library should have librarians whose business it is to give you intelligent help in looking up your questions. Why not make use of these municipal servants?

Why not make a survey yourself of what you should be able to ask of your library, and then, if it is not up to your level of efficiency, why not work to make it so? It is your library. Why don't you make it a workable, efficient, up-to-date business laboratory for your city and for your citizens?

Make an appointment to see your librarian. Put it up to him and see what he will say. Tell him you want to know what the library has for you and your business. Has it such and such directories? Has it such and such

trade papers? Has it these reports and those newspapers? It will be good for you both. You may find that the library has some things you never heard of, which may be of great value to you in your work. The librarian may get from you, names and titles of books and reports he has not known about. And you will have formed an alliance with a public utility well worth while.

Too often you do not even try out your public library. When your corporation gets big enough you start a business library of your own. Such libraries are being started all over the country. Every concern of a certain size, doing a certain amount of business, has a business library with a trained librarian in charge of it. It has a room or rooms devoted to the library—and space is expensive, as you all know. It sinks every year, hundreds of dollars into equipment, books, magazine, reports, etc., and it pays well for trained help, because business men know enough to realize that expert assistance is the only kind that will do for such work.

When you get ready to start a library of your own, what do you do? You go to your public librarian, and you ask the best way to put it through. You ask him where you can get a good librarian, and how to go about that. You find out from him about equipment, shelving, lights, and catalog paraphernalia.

This business library is very expensive, but it is such a satisfaction to have a trained librarian to hunt down your references and makes abstracts of your magazine articles, order the books and reports on your special line, keep you up to date with your clipping files, classify and catalog everything so that you and all your men know just what there is and where it is, that you are willing it should cost. You keep right on, year after year, paying taxes for your public library and demanding nothing of it, and footing the bills of your own business library.

The factory around the corner is doing the same thing. So is the bank across the street. The wholesale house in the next block, the Commerce Association, the automobile concern and the trust company, the Insurance Club, the exporter and the railroad headquarters are all starting special libraries.

Everyone is proud of the public library. but no one asks, "What do I get for my taxes?" and "Why am I digging a well when I have city water already in?"

"But I tried our public library," (I can just hear it said) "And I couldn't get what I wanted. They haven't sufficient service in assistants nor in books and magazines to serve everyone. We can't stop to bother with the public library. We are business men, and things have to move for us."

Do you take your children out of school because there are not teachers enough? Do you stay at home nights yourselves, because

there are not enough street lights to show you the way down town? Not at all. What you do is to pay more taxes, if necessary, to have enough teachers for your children, and you make a real genuine fuss till there are enough lamps to light the town at night.

Then why are you so little interested in your public library? Why are you duplicating work that Jones and Smith and Brown and the Robinson Company are doing? Why are they duplicating work that the public library is doing? And why do not all of you use your public libraries in your business? If they haven't the equipment to serve you, why haven't they, and whose fault is it?

With all the business surveys that have been made and all the efficiency reports that have been drawn up and all the experts who look over your plants, and pocket your checks for showing you how you can get better service for the same or less money, it does seem queer that no one has pointed out that the public library is yours to use and that it can be made as efficient and much more so (because it is always going to have resources that you are not going to have), than your business library can possibly be.

I am not saying that all public libraries are now more efficient. But they can be made so, if enough people are interested in their possibilities. The magic cooperation of business men goes a long way in making any public institution efficient.

For a great many years, libraries were only the storehouses of reading matter, and librarians were just the guardians of these storehouses. Then the storehouses became circulating libraries for the amusement and entertainment and erudition of mankind. Then the women had a head-start, and libraries cooperated with clubs and with individuals to the decided advancement of the family and society.

Children have been so much considered in libraries, that there are special training schools for children's librarians and special rooms for children's books, story hours to teach children something of the best literature, and graded lists to keep them on the right literary track, besides teacher-librarians to help them in their school work.

Now the business man, realizing the necessity of modern library methods in his business, feeling that he cannot get along without a library, makes one for himself, when all the time he is paying for a public library and not using it.

Perhaps your work is so strenuous that your firm needs the services of a librarian or two, or three all the time. Then why not pay librarians to work for you and let their laboratory be the public library? That will save you the cost of the room and equipment of your own library, and the catalogers and classifiers and filers you would have to hire besides, and the expense of your book collection.

"But," you object, "they don't take the periodicals I want in the public library, and they don't index enough of them, and it takes them three weeks to get a book that I can telegraph for and get in three days"

And again I answer, "Why all these things?"

Any modern librarian will be more than glad to have his library on such a basis that the periodicals you want are indexed, and the books you want are ordered—telegraphed for, if necessary. The suggestions you make will be received with joy that there is some one who cares enough to make them.

At the present time, however, most libraries are running on such small budgets that they cannot give you the complete service you have a right to demand. But it will cost you much less in the long run to install in your public libraries, up-to-date equipment of all kinds, so that you can get the same service that you get from your special libraries, even though your yearly check toward this efficiency-goal is a large one. It will never be as large as it is for your business library.

Once started with your cooperation and interest, with the collecting bee stimulated by firms wanting books, magazines, pamphlets, and clippings to use directly in their business, with live catalogers, who are human beings and not just machines, with librarians alert to the returns you should have on your money, with enough assistants and enough books and enough telephones and messenger boys and typewriters and photostat machines, and enough lack of red tape at the same time, you will find your library to be your best business friend.

To make your public library a success for you, as well as for your children, you must begin with the "partner" attitude. The little sticker attached to letters of the National Association of Manufacturers, "Every Business has Three Partners," should by rights read, "Every Business has Four Partners" and the fourth, a silent partner, should be the public library.

Once installed as your business laboratory, your relation should be a constructive one and not a destructive one. The man who stops in the library, and storms because the book he wants has just gone out, is no real partner. If he were, he would in some way arrange for more money to purchase more copies for more users of the library. Or he would find the expert employed for that purpose in most libraries, and ask about other books which might be even better than the one he wanted.

When your public library is your business library it will be hiring many experts. Your library assistants will none of them be dead wood, working because they "love to read," or because the trustees are their uncles or nephews. They will be prepared to give you expert service. And for this service, you and

your fellow-citizens will be prepared to pay them the salaries of experts.

You will not then be duplicating many times the work of cataloging and indexers. You will not be collecting duplicate libraries. You will not be paying for space and light

and heat and insurance, and for collections which are going to be out of date anyway in a few years. You will be using your public libraries and your libraries will be using you, and there will be one municipal waste the less for your thought and cooperation now.—[From American Industries.]

The Use of Books in Business

By W. Dawson Johnston, Librarian, St. Paul Public Library

There are at least fifty-seven varieties of service which the library may render the business man, but all of them may be embraced under these three heads:

First—The collection of up-to-date information on all subjects of interest to the business man.

Second—The transmission of this information to individuals or groups of individuals needing it.

Third—The diffusion of information regarding current business literature and the literature of specific business questions.

Library Collections

The most important part of a business library, perhaps, is government documents, statistical and otherwise, such as the publications of the Department of Commerce, trade directories, periodicals, catalogs, maps, and magazine and newspaper excerpts. The collection of catalogs of local manufacturers and jobbers should be complete and up-to-date. Indeed, the more complete and up-to-date the entire collection is the more comprehensive and accurate will be the information obtainable from it.

These collections are primarily of use to the librarian in answering questions received either by phone or post, and to clerks sent to the library to investigate questions requiring more extended research, but they will reach their maximum usefulness only when they are duplicated to such an extent that it will be possible to lend single books, and collections of books, and package libraries on any business question, either to individual business men or groups of business men.

Library Extension

At present not more than 16 per cent of the members of business organizations are library cardholders. It is not only probable but certain that ten times this number would use the collections if they could be made more accessible during business hours.

Library extension may be brought about in two ways: First, by the free delivery of books in the business district; and, second, by establishing library branches in each large industrial and business establishment.

It is obvious that one or two library messengers might do the work of a much greater

number of messengers from separate business houses provided the demand for this form of service is sufficient to warrant its establishment.

Branches in Business Houses

It is equally obvious that a branch of the library establishment in every large manufacturing plant or business house will make it easier to satisfy the ordinary needs of officers and employes. These branch collections consist not only of business books, but also of books on history, social questions, travel, biography, and fiction. At the present time there are sixteen such branches in St. Paul, located in the following houses:

American Hoist and Derrick Company, Brown and Bigelow, St. Paul City Railway Co., Crex Carpet Company, The Emporium, Foot, Schulze and Company, The Golden Rule, Gordon and Ferguson, Guiterman Brothers, Northwestern Telephone Company, Robinson and Strauss Company, Sanitary Food Company, Schuneman and Evans, G. Sommers & Co.

Of Varied Size

The libraries in these houses are shelved in either the study room, rest room or lunch room. They vary in size from 60 to 319 volumes. The use of them is promoted by notes in house organs like the Golden Rule Store News and the Emporium Enterprise, and in the G. Sommers & Co. six-page catalog of the library. An employe attends to the distribution of books.

Business Information Service

The third essential of the service here described is information in regard to current business literature and literature of specific business questions. With this in view the St. Paul Town Criers club in October inaugurated a four-page monthly, entitled "Business books: an index to recent books and articles in magazines of interest to business men," the first periodical of the kind which has ever been published. With this in view also the library will furnish business organizations and employers with lists of recent books on specific topics for distribution among the members or employes.—[From The Twin City Commercial Bulletin.]

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The question discussed at a recent meeting of the North Central Library Association of England, namely, the formation of commercial libraries in large industrial centers, for the benefit of business men, is one of the first importance. In libraries, as in education, there has always been a want of balance as between "pure culture," if the redundancy may be forgiven, and "pure business." This is, of course, largely due to the fact that a "world" of business is of much more recent formation than a "world" of culture; but, even today, when business is admittedly an international affair, the ordinary concept of the library is of a place for the scholar or the reader of fiction. The proposal by Mr. L. Stanley Jast, the deputy librarian of Manchester, who contributed a paper on the subject at the meeting already referred to, represented a wide view of the question. The object of the commercial library, he declared, might be stated as the col-

lecting, indexing, and disseminating of information useful to the merchant, trader, manufacturer, or shopkeeper. Such a library might be described as a huge vertical file, in which would be found every kind of information, brought together from many sources.

Perhaps the most important fact brought out by Mr. Jast, however, was that such a library would inevitably depend, for its efficiency, on the willingness of business firms to share with others such information as might be of general interest. It was obvious, he insisted, that in reorganizing industry, the old method of each one for himself would not do. It was foolish, and bad business, not to pool the general information, and he hoped and believed that the habit of thus utilizing knowledge would grow.

There is, of course, no other attitude to take on the matter that is in any way logical. If the community, acting as a community, comes to the conclusion that it is to its advantage that all of its business men should have as much information as possible, and should be afforded every opportunity for developing their trade to the best advantage, then for these business men to withhold information wherever they have a chance to withhold it, is sorry reasoning. Ultimate success in any business does not depend on chance advantages, but rather on ability to recognize the opportunities which are always coming, on readiness to take full advantage of them, and, above all, on that honest application which has come to be spoken of as "businesslike."—[Christian Science Monitor.]

Ralph L. Power, Librarian of the College of Business Administration of Boston University, is contributing to the Boston University News a series of articles dealing with various special libraries in the vicinity of Boston. Among the special collections described so far are: the library of the Insurance Library Association of Boston; the library of the Vocation Bureau of Boston, the library of the Women's Educational and Industrial Union; the textile library of Lockwood, Greene and Company; the library of the Old Colony Trust Company; the Social Service Library; the chemical library of the Arthur D. Little Company; the library of the Boston Society of Civil Engineers; the technical library of D. C. and W. B. Jackson, engineers; the library of Sampson and Murdock, publishers of City and Town Directories. It is understood that these interesting articles will be assembled in book form in a short time.

News and Notes

Through the courtesy of R. L. Polk & Company of Altoona, Pa., the local Chamber of Commerce is to have an exchange library of city directories installed in its offices that will include all Pennsylvania cities covered by the company and a number of others with which Altoona commercial firms do extensive business. The library will be available to the members of the Chamber and to the public.

The Local Publicity Committee, arranging for the Louisville meeting of the A. L. A., June 21-27, offered prizes to the Louisville Free Public Library staff for designs for full page advertisements to appear in library periodicals. There were twenty-four designs submitted. These were judged by Mr. Paul A. Plaschke, cartoonist on the Courier-Journal and Times, Mr. Wyncie King, cartoonist on the Louisville Herald, and Mr. Charles Sneed Williams, artist and portrait painter. Several of the winning designs will appear in Special Libraries, March, April and May.

Sanderson & Porter, engineers, 52 William street, New York City, are contemplating the inauguration of a library for the accumulation of clippings and articles. Mr. Fairfax C. Christian is in charge of the plan.

In Los Angeles, the public library occupies three floors in an office building in the very center of the city. "To this fact we ascribe our immense patronage," declares the librarian, "and we would rather be in an office building in the center of things than in a beautiful classical monument so far removed that it was little used. Of course the ideal would be," he admits, "to have a beautiful building centrally located, and that we are striving for."

The Universal Portland Cement Co., 208 S. LaSalle street, Chicago, Ill., maintains a library.

The State Board of Health of Ohio has a little circulating library for the public health nurses.

The Calumet and Hecla Mining Company has built and equipped a library which contains more than forty thousand volumes, operated and maintained by the company for the free use of employes.

The Palmerton Neighborhood House of the New Jersey Zinc Co., Palmerton, N. J., has a library containing about 16,000 books for free distribution, amongst them a good collection of Hungarian and Slavish books.

The firm of Swift & Company, Union Stock Yards, Chicago, is organizing a library. Marion Reynolds is the Librarian.

Dr. George J. Fisher, of New York, addressed the delegates to the International Recreation Congress, which was formally opened in Grand Rapids Monday night, in a talk showing the vital part organized recreation is playing in the development of foreign countries, particularly India, China and Russia.

Nearly 500 recreation leaders heard the opening address of the Congress by Dr. Fisher, President Joseph Lee of Boston, who spoke on "Football and the War," and Dr. Alfred W. Wishart, of Grand Rapids, whose topic was "Leisure and Life."

Dr. Wishart asserted that recreation is one of the most serious of the problems that confront a modern city. Recreation facilities are a necessity, not a luxury, he said. "You cannot solve the baser problems of a big city unless that city is provided with adequate facilities for recreation. Most cities have gone too far in commercialized amusements. To leave the problem of entertainment entirely to private enterprises is folly for the community depends in no small measure on the proper use of leisure. It is a city's duty to provide its citizens with wholesome recreation."—[Christian Science Monitor.]

The Consumers Power Company of Owosso, Mich., features its slogan as widely as possible. The phrase which it has taken as its text is worded:

Always—AT YOUR SERVICE—All Ways

"Service" is a broad-gage word, but the company uses no limiting adjectives. Recently the principal of a local school asked the firm for complete data on the number of employes and their earnings in a given industry between 1909 and 1914. The information was furnished promptly, much to the satisfaction of the school director.

A short time later a debate was scheduled in the Owosso high school on the subject: "Resolved, That the City of Owosso Should Own and Operate Its Electric Light Plant." The principal for whom the company had secured the above-mentioned data, suggested that the students having the negative side call at the power company's office for material.

Naturally the company's slogan was again justified and the debaters were given arguments galore. The negative side scored a decisive victory, and as it happened that the leader of that team was the daughter of the mayor, and succeeded in convincing her

father of the value of independent plant operation, the company felt well paid for its trouble.

Recently the company received a request for data on the value of products manufactured from 1909 to 1914 and the capital required to handle the industries of the United States during that period. The request was promptly complied with, as was one from the business men's association for storage room for some banners that are in use for a short time each year. The policy of diversified service is claimed by the company to be steadily building good will for it.—*Electrical World*, January 20, 1917.

The Board of Directors of the American Library Association, meeting in Chicago, have decided to hold the next annual gathering of the association in Louisville the week of June 21-27, 1917. Headquarters will be at the Hotel Seelbach, which has guaranteed 300 rooms, and the Hotel Henry Watterson, across the street from the Seelbach, has guaranteed 150 rooms, and the Hotel Tyler, three blocks distant, also 150 rooms. There are numerous other hotels to care for all possible overflow. General sessions of the American Library Association will be held in Macauley's Theater, across the street from the Hotel Seelbach, and there are ample meeting rooms in the Hotel Seelbach and the Henry Watterson for the meetings of affiliated societies and sections of the Association and other groups.

Approximately 3,000 delegates from all parts of the country, including librarians, library trustees and persons interested in educational and library work, are expected to attend. Louisville was awarded the convention after spirited opposition from Chicago, Cincinnati and St. Louis.

Columbia University has announced the Summer Courses in Library Economy, July 9 to August 17, as follows:

Bibliography, including reference books. Miss Helen Rex Keller, Instructor in Library Economy, Columbia University.

Administration of the school library. The high school library, Miss Mary E. Hall, librarian, Girls' High School, Brooklyn. The normal school library, Miss Irene Warren, formerly librarian, School of Education, Chicago University.

Cataloging and classification. Miss Helen Rex Keller.

Public documents. Miss Adelaide R. Hasse, Chief of Documents Division, New York Public Library.

Indexing, filing and cataloging as applied in business. Miss Irene Warren.

The Insurance Institute of America, 141 Milk street, Boston, composed of insurance associations chiefly of an educational character, has prepared its courses in fire insur-

ance for 1916-1917 and invites those who may be desirous of so doing to engage in their study.

The Institute has no classes, nor does it offer instruction by correspondence. Its work is largely supervisory. It prescribes the subjects to be studied, suggests the reading to be done, and aids in such manner as may commend itself to its Executive Committee all affiliated societies which undertake to establish lecture courses in harmony with its own. Once each year on dates assigned it holds examinations for all students who may be qualified to take them. To students passing the examinations certificates are granted. To those who successfully complete the entire course the Institute awards its diploma.

Joseph Bancroft & Sons Company of Wilmington, Delaware, bleachers, dyers and finishers of cotton piece goods, is developing a special library. While heretofore this company's library has been merely a collection of three or four hundred books and pamphlets roughly classified and in charge of no one, the new special library will comprise the best books, reports, bulletins, pamphlets, magazines, clippings, etc., that relate in any way to the business of the company.

Extensive files of dyestuff tests, mill and laboratory experiments, "Safety" and "Welfare" will be important features of this department. The information contained in the library and abstracts of other obtainable works will be kept accurately classified and indexed and a Library Service Bulletin will be regularly issued. A competent librarian is employed by the company and it is hoped to make the library of great assistance to the production and executive departments.

In the *Electric Railway Journal*, February 3, 1917, pp 201-2, under the title "How a Commission Works," is an account of the filing and indexing system used by the Public Service Commission, second district of the state of New York. This is very interesting for those in charge of correspondence filing.

Under the patronage of university presidents and students of economy, a new institution under the name "Institute for Government Research" is about to begin its activities in Washington. The institute will be under the immediate direction of William F. Willoughby, formerly a member of the Taft commission on economy and efficiency, confidential adviser of Yuan Shih-kai, and the successor of Woodrow Wilson to the chair of jurisprudence and politics at Princeton. Professor Willoughby is organizing the institute and expects to get to work immediately.

This institution is the result of constructive thought given the subject of governmental efficiency by men and women who

have thought enough of its need to contribute to its maintenance. These persons have agreed to serve on the board of trustees: Edwin A. Alderman, Charlottesville, Va.; Robert S. Brookings, St. Louis, Mo.; James F. Curtis, New York city; R. Fulton Cutting, New York city; Charles W. Elliot, Cambridge, Mass.; Raymond B. Fosdick, New York city; Felix Frankfurter, Cambridge, Mass.; Frank J. Goodnow, Baltimore, Md.; Arthur T. Hadley, New Haven, Conn.; Mrs. E. H. Harriman, New York city; C. Lombardi, Dallas, Tex.; A. Lawrence Lowell, Cambridge, Mass.; Samuel Mather, Cleveland, O.; Charles P. Neill, Washington, D. C.; Martin A. Ryerson, Chicago, Ill.; Frederick Strauss, New York city; Theodore N. Vail, New York city; Charles R. Van Hise, Madison, Wis., and Robert S. Woodward, Washington, D. C.

As explained by Professor Willoughby, the institute is an association of citizens co-operating with public officials in the methodical study of business systems, with a view to the promotion of efficiency in government and to advance administration methods. He declares that no question before the people of the United States is of more urgent practical importance than this. He desires the fact to be understood by the public that the institute, in its operation, is to be in no sense an investigator for the purpose of tearing down or criticizing adversely present conditions or practices. Quite the contrary is true. The purpose is to find out by research possible better methods of administration than those now in vogue. When discovered they will be offered in good faith for adoption or rejection as the officials concerned may elect.

The function of the institute will be as wide as the government itself. It is intended to meddle in no way, nor will it interfere or seek to force its way before administration officials. Its work will be quiet and it is possible little may be said concerning its accomplishments. A plan is being formed for a number of universities to co-operate in maintaining a house in Washington to serve as headquarters for those students and professors desiring to prosecute studies in the field of history, politics and economics.

[Christian Science Monitor, Oct. 7, 1916]

The following is an excerpt from an article on the Library of the National Cash Register Co., written by the Librarian, Miss Edith Phail, and appearing in the house organ of the company, the N. C. R. News, for October 1916:

"While a department is in the state of reorganization, it is never good policy to advertise. For the past two years that has

been the situation of the factory library. It is still in the reorganization state, but it is well for our people to know what are its aims and ambition.

"Usually a library is considered a storehouse for dead material in the form of books, pamphlets and records. That popular opinion, which rightfully belongs to the libraries of the early nineteenth century, is what keeps the average person from using the helpful tools collected by the library. By tools, are meant business directories, residential directories, almanacs, which give up-to-date information about the principal civilized countries of the world, Who's who in America and similar books of other countries which give the main facts about the lives of eminent men and women who are coming into prominence each year, dictionaries, encyclopedias, special ones which give valuable hints on vegetable gardening, animal raising, flower culture, farming, food values, etc., books which give practical suggestions on canning, housekeeping and cooking. These aids for everyday living could be prolonged indefinitely. There is nothing about them that suggests shelf-worn books or the name of the library. Yet, that is the kind of information that can be obtained from any library. In one of the large city libraries a young man, newly married, came to the desk and secretly thanked the librarian for giving his inexperienced bride a practical cook book. The present up-to-date and live library is the Continuation School in life for the grown working people.

"Our own collection of books is large for a privately owned library. It consists of a general collection that will help the employees to be better equipped for their work. Special attention is given to the classes of books that mean better business men for better business. The library collection is being well rounded out with books on salesmanship, scientific management, shop and office advertising, English composition, business English, letter writing, machinery, enameling, grinding, welding, toolmaking, mechanical drawing, etc

"The factory library is here for SERVICE. Send, or come and bring your questions, regardless of what they may be. The librarian may know something about the subject, but chances are that she does not. The biggest part of a librarian's training is not to retain knowledge, but to know where to find some information on any subject. The Company's library is not so equipped that it can meet all requirements, but, with few exceptions, direction can be given where the desired information can be obtained. No question is too simple to be given consideration and no question too difficult to attempt.

"Following is a list of questions typical of the kind asked each month. Books or some

information was given on each one of them.

Occupational diseases	Glass etching
Progressive dies	Gasoline tanks
Storage of gasoline	Infant care
Milling machines	Picture of a Ford car
Lathes	Failures and liabilities in retail stores
Roses	for the last five years
Conditions in Mexico	Quotations on health
Conditions in the Philippines	Crime and criminals
Safety devices	Rubber
Paper making	Bonds and investments
Business letters	Banking
Sex hygiene	Music
Machine shop calculations	Algebra
Speeds and feeds	Cams
Model making	Mechanics
Navies of the world	Twist drills
Income tax	Layout of tennis courts
Jigs	Golf
Drills	Cleveland automatic machines
Suffrage	Patents
Gardening	Spiral gearing
Drawing	Inventions
Derivation of the name Lillian	Electricity
Plays	Reaming
Logarithms	Chemistry
Train signaling	Heat treatment of steel
Theosophy	Salesmanship
Andrew Carnegie	Advertising
Linotype	Die making
Factory conditions	Scientific management
Political economy	
Steam boilers	
Shop arithmetic	
Panama Canal	

Ralph L. Power, Librarian of the College of Business Administration of Boston University has contributed to the Boston University News, several articles descriptive of special libraries in Boston. Of the Boston Insurance Library, he says in part:

"The Insurance Library maintained by the Insurance Library Association of Boston at 141 Milk Street is the most complete library of the literature of fire insurance and fire protection engineering in the United States. In fact, it is believed to be the most complete existing anywhere in the world.

"All standard works on fire insurance and fire protection engineering; complete sets of all the British and American insurance organizations; practically complete sets of the reports of government supervising insurance officials, both for the United States and Great Britain and its colonies, and an enormous mass of pamphlets, clippings and special reports collected from many sources in both Great Britain and America are in this library.

"Among the unusually complete sets on insurance periodicals are some of the earliest published in England and the United States. The Association has spared no ef-

fort to secure documents and other material which throw light upon the manner in which fire insurance and fire protection engineering have developed. In many respects the unique collection of early fire insurance policies, broadsides, photographs and manuscripts could not be duplicated.

"The Insurance Library has been made the custodian of a most interesting collection of fire prints and engravings, the property of Gayle T. Forbush, president of the association. Recently one of the broadsides issued in London in 1681, by Dr. Nicholas Barbon, one of the pioneer fire insurance men, came into its possession. This broadside, which is notable as containing one of the completest arguments for fire insurance made at the time the system was being projected, is probably the only one of its kind in existence on either side of the Atlantic.

"The library is maintained by an association incorporated under the laws of Massachusetts. A board of twelve trustees, five of whom are nominated by the executive committee of the National Board of Fire Underwriters of New York, act in a supervisory capacity.

"The library issues a quarterly bulletin, which prints lectures given before the Association's evening classes, and a dictionary index to the current literature of fire insurance and fire protection engineering. All of these aids are of the utmost importance to students of fire insurance and allied subjects.

"The maintenance of the Library is derived from contributions from fire insurance companies doing business in the New England states, fees derived from memberships—the Association now having about 450 members—and a direct contribution from the National Board of Fire Underwriters. At the rooms of the National Board of Fire Underwriters in New York City a complete card index of the material at the Insurance Library in Boston is on file. The collection is of such extreme importance as to warrant this duplication of the card index.

"The Insurance Library Association, first incorporated in 1887, has always had as librarian a capable man well known in his profession. Daniel Handy, the present librarian, was at one time a student in Boston University and is now Instructor in Fire Insurance in the College of Business Administration.

"While the Library is maintained wholly for members of the Insurance Library Association, students who are investigating the field of fire insurance and fire protection engineering are frequently granted permission of making use of the map and reading room, and are allowed the freedom of the book stack room. For such research work Mr. Handy is usually able to grant the desired permission, although in certain instances the authority of the trustees must first be secured.

